# CITY OF KENT POSITION DESCRIPTION

Position Inventory Number: PW0587				
Classification Specification: FIELD SUPERVISOR				
Salary Range:TM34				
Position Description: Fleet Supervisor				
Incumbent:				
Location: Public Works/Operations - Fleet Services				

#### **GENERAL PURPOSE:**

Under the direction of the Fleet Superintendent, incumbent plans, organizes, assigns and evaluates all phases of work within the Fleet service garage and radio service center.

Work is characterized by supervisory and administrative work related to the overall day to day function of the Fleet Services Section. Responsibilities include, but are not limited to, continuous customer service and support, planning, assigning and evaluating daily tasks; carefully monitoring section performance measures, maintaining and checking work orders and live labor capture through the fleet management software; preparing detailed vehicle/equipment purchase specifications for specialized equipment; and performing complex and general mechanical and vehicle/equipment maintenance work as needed.

Work is performed under limited supervision. The Superintendent sets the overall objectives and resources available. Incumbent and Superintendent work together to develop the deadlines, projects, and work to be completed. The supervisor has the authority to plan, organize, assign and direct the work of other employees, and is accountable for the work performance of those employees. Employee is responsible for the work, plans and carries out the assignment, resolves most conflicts that arise, coordinates the work requests of internal and outside customers, and uses independent judgment concerning repair methods. Employee keeps supervisor informed of progress, potentially controversial matters, or far reaching implications. Work is reviewed in terms of feasibility, compatibility with other work, or effectiveness of results.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Plan, organize, assign, and direct the work activities of fleet service and radio shop staff to realize the sections work goals and to ensure the consistent Position Description: Fleet Supervisor

application of division policies, procedures, performance measures and guidelines.

Perform supervisory responsibilities in accordance with the City's policies and procedures and applicable laws. Responsibilities include assisting in interviews; making recommendations to hire; training employees; planning, assigning, directing, and evaluating work in progress and upon completion; appraising performance; recommending promotion and disciplinary actions; addressing complaints; and resolving problems.

Communicate with the Fleet Superintendent to coordinate work schedules to assure jobs and projects are completed in accordance with established time lines. Consult with Fleet Superintendent for standard maintenance practices of mechanical repairs, overhauls, lubrication and oil changes, etc. as needed.

Supervise fleet and radio shop technicians in skilled mechanical repair and maintenance work on radios, accessory radio equipment, automobiles, light and heavy trucks, tractors, graders, mowers and all other types of municipal power driven equipment in accordance with standard trade practices using a wide variety of tools, equipment and testing apparatus.

Train employees in the work principles, policies and/or procedures to maintain and/or improve the production levels of employees in accordance with established work performance standards.

Inspect driver's report of equipment malfunction, inspect vehicle and/or equipment, diagnose malfunction, and determine necessary repairs.

Coordinate preventative maintenance programs; serves as customer service contact for client departments and outside service agencies.

Ensure that all repair work performed by self and subordinate mechanics is done in accordance with modern standards and techniques. Test, inspect and evaluate completed work to assure proper performance. May advise subordinates on difficult or complex repairs/projects.

Prepare bid specifications for new specialized equipment, contact vendors regarding equipment purchases, coordinate quote responses, and oversee the ordering of vehicle and equipment parts required for repairs and/or maintenance work.

Inspect new equipment for purchase and delivery requirements as indicated on bid specifications and purchase agreements.

Position Description: Fleet Supervisor Page 3 of 6

Schedule repair work with vendors.

Maintain computer and manual records for equipment specifications, accident repairs, and other services.

Investigate and resolve customer complaints.

Communicate with internal customers, employees, and managers and outside vendors, suppliers and agencies in a patient, tactful, and courteous manner.

Participate in meetings including staff meetings, monthly safety committee meetings, etc. as required.

Record accurate readings from fuel pumps on a rotating schedule.

Attend periodic classes on new equipment and techniques to maintain skill level.

#### PERIPHERAL DUTIES:

May act as Fleet Superintendent in the Superintendent's absence as assigned.

Perform related duties as assigned.

# KNOWLEDGE, SKILLS AND ABILITIES:

# KNOWLEDGE OF:

- Standard practices and techniques of maintenance and repair of automotive equipment, including heavy and light trucks including all types of grounds maintenance and construction equipment
- Safety requirements and specifications of various types of vehicles and equipment
- Principles of gasoline and diesel engines
- Hydraulic and electrical systems
- Engine and chassis units and general repair work
- Methods, tools, equipment and materials used in fleet maintenance and repair
- Practices, methods, and tools used in acetylene and arc welding
- Occupational hazards and safety precautions of a fleet repair facility
- Parts buying, stocking, and inventory management
- New technology and service requirements
- Principals and practices of supervision and training
- Interpersonal skills using tact, patience, and courtesy
- Applicable laws, codes, regulations, policies, and procedures
- Municipal government policies, procedures, structure, and operations

- Principles and practices of governmental budgeting, accounting and purchasing procedures and practices
- Record-keeping techniques
- Correct usage of English grammar, spelling, punctuation and vocabulary
- Personal computers and its basic use

#### SKILLED IN:

- Using hand and machine tools and equipment as listed below
- Analyzing, diagnosing and repairing mechanical problems
- Interpersonal communication and relations using tact, patience and courtesy
- Gaining sensitive information about accidents/damage without alienating the driver/operator.

#### **ABILITY TO:**

- Maintain current knowledge of new developments in automotive repair field
- Gauge progress and make adjustments to meet deadlines
- Assign and coordinate workload to employees based on their skills and abilities
- Locate and correct mechanical defects using proper tools, parts or equipment for specific repair problems
- Maintain effective working relationships with managers, subordinates, other City employees and outside individuals
- Write legibly, maintain computer records and complete reports
- Perform data analysis used for employee performance and production levels
- Understand and carry out moderately complex oral and written instructions
- Ability to advise and provide interpretation regarding the application of policies, procedures, and standards to specific situations.
- Make good observations, use initiative and resourcefulness in handling repair problems
- Meet the physical demands of this position as listed below

### **EDUCATION AND EXPERIENCE REQUIRED:**

Education: High school diploma, or equivalent, supplemented by two (2) years of post high school training or trade school in the mechanical maintenance and

repairs; and

Experience: Five (5) years experience as a journey level mechanic with knowledge and experience with a diversified fleet of heavy gasoline and diesel equipment and vehicles and the use of state of the art testing and OEM service and repair equipment and at least two (2) years of supervisory experience. Experience with radio systems, radio communications services and emergency service systems is desirable.

Position Description: Fleet Supervisor Page 5 of 6

Or:

In place of the above requirements, the incumbent may possess any combination of relevant education and experience which would demonstrate the individual's knowledge, skill and ability to perform the essential duties and responsibilities listed above.

#### LICENSES AND OTHER REQUIREMENTS:

- Valid Washington State Driver's License
- Must successfully pass the City's pre-employment driver's records check; successfully complete the City's Defensive Driving Course; and maintain an excellent driving record
- Must successfully pass the City's pre-employment substance abuse screening and pre-employment physical agility screening
- Commercial Driver's License (CDL) Class A with endorsement N within 6 months of employment
- Washington State Emission Certification
- Air Conditioning Certification
- Automobile Brakes A5 ASE Certification
- Medium-Heavy Duty Truck Brakes T4 ASE Certification
- Valid First Aid/CPR Card
- ASE Master Automotive Technician and Master Medium/Heavy Truck Technician certifications preferred.

# MACHINES, TOOLS AND EQUIPMENT USED:

Standard and specialized hand and power machines, tools and equipment used in mechanical repair and maintenance of the vehicles and equipment including, but not limited to, brake lathe, engine scan tools, arc welding, etc.

Motorized vehicles including but not limited to heavy trucks, dump trucks, bull dozers, loaders, tractors, graders, heavy equipment, and police and fire emergency response equipment. May also be required to operate or transport City vehicles from site to site several times each day.

May use typical business office machinery and equipment including, but not limited to, personal computer, telephone, fax machine, copy machine, and calculator.

# PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Position Description: Fleet Supervisor Page 6 of 6

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel and talk or hear. The employee frequently is required to stand; walk; sit; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee is occasionally required to climb or balance and taste or smell. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

### **WORKING CONDITIONS:**

Work is performed in a garage-type environment while repairing automobiles, construction, and other maintenance equipment, and in an office environment to complete necessary repair and maintenance logs and other paperwork. While performing the duties of this job, the employee is frequently exposed to moving mechanical parts and fumes or airborne particles. The employee is occasionally exposed to high, precarious places; toxic or caustic chemicals; outside weather conditions; and vibration. The noise level in the work environment is usually loud to very loud. Incumbent may be exposed to individuals who are disgruntled, irate, or hostile.

SIGNATURES:			
Incumbent's Signature	Date	Supervisor's Signature	Date
Approval:			
Department Director/Designee	Date	Employee Services Director	Date

\*\*Note:

This document will be reviewed and updated annually at the time of the employee's performance appraisal; when this position becomes vacant; or, if the duties of this position are changed significantly.

Revised: 12/22/05

010114711050